

**Minutes of Regular Meeting  
of  
North Los Angeles County Regional Center  
Board of Trustees**

The Board of Trustees of North Los Angeles County Regional Center, Inc., a nonprofit corporation, held their regular board meeting at North Los Angeles County Regional Center, 9200 Oakdale Avenue, Chatsworth, California, on June 12, 2019.

Trustees Present

Manuel Alfaro  
Elena Burnett  
Marianne Davis  
Melissa Ferman  
Pat Grayson-DeJong  
Sharoll Jackson  
Angelina Martinez  
Lillian Martinez  
Caroline Mitchell  
Debra Newman  
Jeremy Sunderland  
Curtis Wang  
Todd Withers

Trustees Absent

Elizabeth Badger  
Dan Becerra  
Adelina Castellanos  
Anna Hamilton  
Meagan Miller  
Lou Paparozzi

Guests Present

Raquel Armendariz  
Jaclyn Balanay  
Adam Breall  
Julie Eby-McKenzie  
Loreena Garcia  
Michelle Heid  
Veronica Maio  
Ron McMullen  
Claudia Picerni  
Alexis Soto

Staff Present

Edith Alvarez  
Amado Amores  
Lindsay Atolikian  
Teresa Bachanas  
Brad Berman  
Marisol Cabrera  
Marissa Campos  
Susan Chmura  
Martha DeLaRosa  
Ameenah Francois  
Kathie Fuentes  
Nita Gatlin  
Grace P. Granados

Staff Present (continued)

Michelle Guillen  
Ruth Janka  
Jennifer Kaiser  
Song Kim  
Amy Latchinian  
Esmeralda Lizarraga  
Leah Lomax  
Ani Markaryan  
Michele Marra  
Tameeka McIntyre  
Georgia McLean  
Vini Montague  
Angela Morgan  
Raphael Munoz  
Thomas Osborne  
Ivania S. Pineda  
Lucy Ramirez  
Maria Ramirez  
Rosie Y. Rivas  
Kim Rolfes  
Christine Russell  
Maria Simano  
George Stevens  
Laura Vo  
Cecelia West

**1. Call to Order & Introductions**

Debra Newman, president, called the meeting to order at 6:30 p.m. and introductions were made.

**2. Public Input & Comments**

Union negotiations are currently underway. Union staff came to tonight's board meeting to express their desire for a living wage, affordable health care coverage, and a voice at work so they can advocate for the center's consumers and families. Several staff members got up and spoke and handouts listing their concerns and proposals were provided to the board.

### 3. Consent Items

#### A. Approval of Revised Agenda (Packet 2, page 210)

A new item 11.D. was added to the agenda, items 13.A. and 13.B. should reflect the date of June 30<sup>th</sup>, not June 31<sup>st</sup>, and item 18C. was added to the agenda.

M/S/C (C. Mitchell/C. Wang) To approve the revised agenda as amended.

#### B. Approval of May 8<sup>th</sup> Meeting Minutes (Packet 1, page 8)

M/S/C (C. Wang/A. Martinez) To approve the minutes as presented.

### 4. Committee Action Items (Packet 1, page 19)

#### A. Administrative Affairs Committee

##### 1. Authorize an Officer to Secure Insurance for FY 2019-20

M/S/C (J. Sunderland/P. Grayson-DeJong) To authorize the executive director of chief financial officer to execute insurance binders and purchase insurance for FY 2019-20 through its insurance broker Arthur J. Gallagher & Company.

##### 2. Approval of Contracts

- a. Software Management Consultants (FY 2019-20)
- b. Windes CPA Firm
- c. Master Board Resolution for HCBS Compliance Agreements
- d. Student Transportation of American
- e. Dr. Alan J. Golian, Child Psychologist (PL1780-785)
- f. Accredited FMS (Self-Determination Program Co-Employer)
- g. Accredited FMS (Self-Determination Program Fiscal Agent)

**M/S/C** (M. Alfaro/C. Mitchell) To approve the 7 contract listed above as presented.

B. Executive Committee

1. Approval of FY 2019-20 Board Committee List
2. Approval of FY 2019-20 Board Primary Activities
3. Approval of FY 2019-10 Board Master Calendar
4. Approval of FY 2019-20 Board Critical Calendar

**M/S/C** (M. Alfaro/J. Sunderland) To approve the 4 documents listed above as presented.

C. Government & Community Relations Committee

1. Approval of FY 2019-20 Legislative Educators' Proposal (Handout)

**M/S/C** (J. Sunderland/A. Martinez) To approve the legislative educators' proposal for FY 2019-20 as presented.

D. Nominating Committee

1. Election and Re-Election of Board Members

**M/S/C** (P. Grayson-DeJong/L. Paporozzi) To elect Adam Breall and Elizabeth Pineda and re-elect Manuel Alfaro, Elizabeth Badger, Adelina Castellanos, Lillian Martinez, Meagan Miller, and Todd Withers to the Board of Trustees.

2. Election of Board Officers

**M/S/C** (J. Sunderland/A. Martinez) To elect the following proposed slate of officers for FY 2019-20:

President:	Elena Burnett
1 <sup>st</sup> Vice President:	Meagan Miller
2 <sup>nd</sup> Vice President:	Melissa Ferman
Secretary:	Lillian Martinez
ARCA Delegate:	Debra Newman
ARCA Alternate:	Elizabeth Badger

Manuel Alfaro and Todd Withers both expressed interest in serving as board treasurer. Ballots were provided to the board and after a ballot count, Lillian Martinez announced that Manuel Alfaro would be the board's new treasurer.

3. Election and Re-Election of VAC Members

**M/S/C** (P. Grayson-DeJong/D. Becerra) To elect Erica Beall, Catherine Carpenter, Loreena Garcia, Ken Lane, and Kevin Shields and to re-elect Orli Almog, Sharoll Jackson, Don Lucas, and Jenni Moran to the Vendor Advisory Committee.

5. Additional Action Items (Packet 2, page 215)

A. Administrative Affairs Committee

1. Approval of Credit Line Documents

- a. Change of Board Officers
- b. Loan Revision Agreement
- c. Disbursement Instructions
- d. Obtain Credit and Grant Security

**M/S/C** (C. Mitchell/C. Wang) to approve the credit line documents as presented.

2. Approval of Post-Retirement Medical Trust Documents

- a. Change in Board Officers
- b. Authorized Signature Resolution
- c. Form of Direction: Authorized Signer (effective July 1<sup>st</sup>)
- d. Form of Direction: Authorized Signer (effective July 16<sup>th</sup>)

**M/S/C** (C. Mitchell/P. Grayson-DeJong) To approve the PRMT documents as presented.

3. Approval of City National Bank Signature Cards

- a. Change in Board Officers

- b. Supersedure Agreement: Change in Board Officer
- c. Supersedure Agreement: Change in Executive Director
- d. Facsimile Signature Addendum: Payroll Account
- e. Facsimile Signature Addendum: Business Checking
- f. Facsimile Signature Addendum: The Help Fund

**M/S/C** (A. Martinez/P. Grayson-DeJong) To approve the CNB signature cards as presented.

4. Approval of Contracts

- a. Caring Family Supports (PL1789-062)
- b. Caring Family Supports (HL0866-862)
- c. Life's Golden Horizons (PL1782-110)
- d. Software Management Consultants, Inc.

**M/S/C** (T. Withers/E. Burnett; Abstention: L. Martinez) To approve the 4 contracts listed above as presented.

B. Government & Community Relations Committee

1. Approval of FY 2019-20 Board Legislative Priorities

**M/S/C** (P. Grayson-DeJong/A. Martinez) To approve the board's FY 2019-20 legislative priorities as presented.

2. Approval of Support AB 850 (Lackey) as Amended

**M/S/C** (C. Mitchell/J. Sunderland) To approve supporting AB 850 (Lackey) as amended.

C. Vendor Advisory Committee

1. Approval of the VAC's Priorities for FY 2019-20

**M/S/C** (C. Mitchell/A. Martinez) To approve the VAC's priorities for FY 2019-20 as presented.

6. Executive Director's Report (Packet 2, page 258)

Ruth Janka, incoming executive director, gave the director's report which included information on the allocation methodology, state budget, legislation, regional center operations, and community and systems activities. Attached to her report were the center's monthly quality assurance and special incident reports, and a legislative update prepared by staff. Also attached to her report was the center's current purchase of service expenditure projection report for this fiscal year and a legislative update. Ruth also announced that Dr. Jesse Weller has been promoted to chief of program services effective July 16<sup>th</sup>!

## 7. Association of Regional Center Agencies

### A. Next ARCA Board of Directors Meeting: Friday, June 21<sup>st</sup> (Sacramento)

Debra Newman will give a report on the June 21<sup>st</sup> meeting at the August 14<sup>th</sup> board meeting.

## 8. Administrative Affairs Committee

### A. Minutes of the May 29<sup>th</sup> Meeting (Packet 1, page 98)

The minutes were included in the meeting packet; please see Dan Becerra with any questions.

### B. Financial Report (Packet 2, page 295)

The center recently received its E-3 allocation from the Department of Developmental Service (DDS), so our proposed purchase of service (POS) deficit has decreased dramatically. The April 2019 financial report showed that the center's operations budget for FY 2018-19 was \$51,831, 574, the POS budget was \$446,862,854, and the family resource center budget was \$207,187, for a total budget of \$498,901,615 at this point. The center is currently projecting a deficit in the POS budget between \$4.4 and \$6.9 million (down from between \$20.1 and \$25.4 million) which will be resolved with future funding allocations from DDS.

## 9. Consumer Advisory Committee

### A. Minutes of the May 1<sup>st</sup> Meeting (Packet 1, page 104)

### B. Minutes of the June 5<sup>th</sup> Meeting (Packet 2, page 305)

The minutes were included in the meeting packets; please see Caroline Mitchell with any questions.

10. **Consumer Services Committee** (Packet 1, page 107)

- A. Minutes of the April 17<sup>th</sup> Meeting
- B. Minutes of the May 15<sup>th</sup> Meeting

The minutes were included in the meeting packets; please see Anna Hamilton with any questions.

- C. Self-Determination Program Update

Ruth gave a full update during her executive director's report earlier in this meeting.

11. **Executive Committee** (Packet 1, page 117)

- A. Minutes of the May 29<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Debra Newman with any questions.

- B. 3<sup>rd</sup> Quarter Report on the Center's Strategic Plan

Copies of the report were included in the meeting packet.

**Action:** Board members should review the 3<sup>rd</sup> quarter report and bring any questions or comments to the next board meeting.

- C. Center for Nonprofit Management: Retreat Follow-up

At the recent board retreat, the board identified their top 3 priorities for next fiscal year:

1. Increase consumer involvement.
2. Increase legislative advocacy.
3. A smooth transition of the executive director position.

The Executive Committee would like to add an activity, which is to invite new board members to the board packet review sessions that are held prior to each board meeting. The board agreed with the addition.

- D. New Contract Requirements

On April 16, 2019, DDS added new contract terms to regional center contracts, which requires board members and the executive director to be subject to a screening process consistent with 42 CFR § 455.106 to determine if they: 1) have ownership or control interest in the provider (NLACRC), or is an agent or managing employee of the provider (NLACRC); or 2) have been convicted of a criminal offense related to their involvement in any program under Medicare, Medicaid, or Title XX services program since the inception of those programs. NLACRC's contract with DDS requires the center to implement this screening process prior to June 30, 2019; and then annually thereafter starting July 1<sup>st</sup>. NLACRC will be utilizing the services of OIG Compliance Now to screen board members and the executive director. OIG will initially require that board members and the executive director to provide their full legal name (first name, middle name, and last name). If OIG identifies a potential match during the initial screening, additional information would be required and board members or the executive director would be asked to provide additional information, such as their address, date of birth, or Social Security number.

**Action:** Board members and the executive director will provide their full legal name to Michele Marra for screening.

E. Action Taken to Approve Contracts

The Executive Committee took action, on behalf of the Board of Trustees, to approve the following contracts:

1. Master Board Resolution for Clinical Psychologists
2. Software Management Consultants, Inc. (FY 2018-19)

Summaries of both contracts were included in the meeting packet.

12. **Government & Community Relations Committee**

- A. Minutes of the May 15<sup>th</sup> Meeting (Packet 1, page 176)
- B. Legislative Educators' Monthly Report (Packet 1, page 181)

The minutes and report were included in the meeting packet; please see Jeremy Sunderland with any questions.

- C. Proposed Changes to Visit Policy (Packet 2, page 309)
- D. Proposed Changes to Visit Implementation Policy (Packet 2, page 310)



Changes are being proposed to the board's Service Provider and Elected Representative Visit Policy and its corresponding implementation policy to include networking with disability community organizations. Copies of the policies with the changes noted were included in the meeting packet. Please contact Jeremy Sunderland with any comments. The proposed changes will be presented for approval at the August 14<sup>th</sup> board meeting.

**13. Nominating Committee (Packet 2, page 311)**

- A. Resignation of Lou Paporozzi, effective June 30<sup>th</sup>
- B. Resignation of Dan Becerra, effective June 30<sup>th</sup>

Lou and Dan have both tendered their resignations from the Board of Trustees. They will both be honored for their service at the June 22<sup>nd</sup> board dinner.

- C. Presentation of Proposed Recruitment Postcards

At last month's board meeting a draft postcard that would be used to recruit Hispanic/Latino board members was provided for the board's input. Using that input, 4 new designs with the new wording were provided for the board's review.

**Action:** The board selected the postcard that was on page 315 of the meeting packet to be printed in English and Spanish and widely disseminated.

**14. Post-Retirement Medical Trust Committee – *No Report***

**15. Strategic Planning Committee (Packet 1, page 188)**

- A. Minutes of the May 6<sup>th</sup> Meeting

The minutes were included in the meeting packet; please see Caroline Mitchell with any questions.

**16. Vendor Advisory Committee**

- A. Minutes of the May 2<sup>nd</sup> Meeting (Packet 1, page 192)
- B. Minutes of the June 6<sup>th</sup> Meeting (Packet 2, page 316)

The minutes were included in the meeting packets; please see Sharoll Jackson with any questions.

**17. Old Business / New Business (Packet 1, page 200)**

A. Attendance Sheets

Updated board and committee meeting attendance sheets are always included in the first meeting packet. Board members cannot miss 3 meetings in a row or 5 meetings in a 12-month period.

B. Visitation Reports

Reports were made by board members who recently visited with their legislators.

C. Acronyms Listing

An updated acronyms listing is always included in the first packet for reference.

D. Complete Meeting Evaluation

Debra Newman asked the board members to please complete evaluations after the meeting and submit them to her with any comments.

**18. Announcements / Information / Public Input**

A. Annual Board Dinner: Saturday, June 22<sup>nd</sup>, at 6:00 p.m. (Valencia Hyatt)

B. Next Board Meeting: Wednesday, August 14<sup>th</sup>, at 6:30 p.m. (Chatsworth)

C. George Stevens' Retirement Brunch: Sunday, June 30<sup>th</sup>, at 11:00 a.m.

George left the room so the board could be updated on his retirement brunch that will be held at the Odyssey restaurant.

**19. Executive Session**


- A. Executive Director Compensation
- B. Union Negotiations
- C. Employee Issues

M/S/C (C. Mitchell/C. Wang) To go into executive session at 7:55 p.m.

**20. Adjournment**

Debra Newman adjourned the meeting at 9:06 p.m.

Submitted by,

  
Jennifer Kaiser  
Executive Assistant

for:



Lillian Martinez  
Board Secretary

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